Installation Instructions for 2012 Nursing Services Cost Report

This software is an independent application and does not require you to have any other software available in order to use it. However, you need a Windows operating system. **If any other programs are running, please close them before starting the setup process. This includes anti-virus programs, which can prevent proper software installation.**

Note for Windows users: <u>**Administrative rights are required to install this software on your machine.**</u> If you do not have administrative rights to perform this installation, the process will not complete successfully. If you are unsure whether you have administrative rights, please contact your network administrator or software support group for help to install this software.

Note for Windows 7 and Windows XP service pack 3 users: <u>**This software may not run on your machine.**</u> If you do not have a WIN XP pc, or the software will not install on your WIN7 pc, please request that a paper copy of the cost report be sent to you. Call 1-800-609-7232, and ask for assistance regarding the Nursing Services Cost Report, specifying your mailing name and address.

Installing the Software

If you have not downloaded the software, go to the CHIA web site and follow the instructions to download the software.

1. Find the file "*NSR_2012_zip.exe*", which you downloaded to the folder location *C:\Temp*.
2. Double click *NSR_2012_zip.exe* to "unzip" (extract) three files to this same folder, *C:\Temp*.
   a. A window will be displayed with "7-Zip self extracting archive" in the title.
   b. The "Unzip to folder" box in this window *must contain the folder location: C:\Temp*. If it does not, click the browse button and select this folder location. If you do not have a *temp* folder, you must create it.
   c. Click "ok". Then click "Unzip"
   d. Click "ok" when you see the message stating 3 files were unzipped successfully.
   e. Click "Close".

   For a pc with Windows XP, go to step 3.

   For a pc with Windows 7 you must complete these steps first before beginning the installation process.
   In the folder *C:\temp*, right click on setup.exe and click *Compatibility Troubleshooter*.
   Follow the instructions to set the program *setup.exe* to run in Windows XP compatibility mode.

Installation Process

3. Open the *C:\temp* folder, double-click the unzipped file *setup.exe* to start the installation process. A Welcome message screen will then be displayed.
4. Follow the instructions on each screen.
5. When the installation is complete, a message screen will be displayed. Click "Finish" to exit the installation process.

The default directory setting where the software and database are stored is **C:\Program Files\NSCR_2012.** *Do not change this setting* .

You may cancel the installation from any of the message screens by clicking the "Cancel" button.

Messages during the installation process. Please carefully read the messages that each screen presents.

There are three types of error messages which **may** be displayed during software installation:

1) <u>Version conflict</u>**.** There can be a problem between the files associated with this application and those already on your machine. You will see a message like "update to a newer file or retain an existing file". Click "ok" to retain the existing file on your computer..

2) <u>A file "failed to register"</u>. If this error message is displayed, click "retry". If the <u>same</u> file fails to register, click "Ignore" to continue with the installation.

3) <u>A file "could not be updated"</u>. If this error message is displayed, click "Ok" to continue with the installation.

Running the software

-   Click on the Windows **Start** button.
-   Click **Programs** (or **All Programs** – depending on your operating system).
-   Click **NSCR_2012**.
-   Click on **NSCR_2012** which starts the cost report program.
-   A screen titled **CHIA Nursing Service Cost Report** is displayed for a few seconds.
-   A screen with the map of Massachusetts is then displayed, where you must select each nursing service program this cost report applies to (TNS, PDN, HHA). This must be done each time you run the program.
-   The first time the program is run, a screen is displayed for selecting the database location. Just click open, because the default location it points to is C:\Program Files\NSCR_2012\NSR2012.mdb. This screen will not be displayed any other time the program is run.
-   After you select each nursing service program this cost report applies to, the Agency Information form is displayed. Type in or select your agency name from the dropdown list. Enter 2012 for the Report Year.
-   If this is the first time you are filling out the cost report, a pop-up window message displays the message that a new cost report has been created. If you are returning to enter more data, your cost report will be automatically displayed.

Cost Report Support

A Help file can be accessed using the **Help** menu item in the application. It provides general information about each schedule. If you have any questions regarding the cost report, call 1-800-609-7232, and ask for assistance regarding the Nursing Services Cost Report.